

CONFIDENTIAL

11 January 1955

COMPTROLLER INSTRUCTION NO. 1-~~1~~

SUBJECT: GENERAL - Comptroller Series of
Regulatory Issuances

SPECIFIC - Establishment of

REFERENCE: CIA Regulation [REDACTED] 25X1A

BUDGET - 1
FINANCE - 1
FISCAL - 1
MRD - 1
PAS - 1
TAS - 1

1. Purpose

Beginning with this Instruction, the Comptroller will utilize serially numbered Notices and Instructions as media for disseminating orders, instructions, and procedures to Division and Staff components of his Office. Such Notices and Instructions shall be consistent with and, where applicable, refer to Agency regulatory issuances on the subject matter covered. Such issuances will be confined to announcements, procedures, and criteria necessary for internal management of the Office of the Comptroller and coordination of the activities of the various Divisions and Staffs of the Office.

2. General

It is planned that certain current instructions which have been issued by the Comptroller in the form of unnumbered memoranda will be incorporated into the numbered series of Instructions as soon as practicable. Staff and Division Chiefs may initiate, and forward to the Comptroller, drafts of proposed Comptroller Notices and Instructions covering subjects which might be of interest or concern to two or more Staffs or Divisions of the Office. Comptroller issuances are not intended to supersede or replace existing regulatory issuances by Division components concerning their internal management. However, any regulatory issuances pertaining to the responsibilities of two or more Division or Staff components of the Office shall be issued by the Comptroller.

3. Comptroller Notices

Comptroller Notices will be confined to subjects of a temporary or transitory character and miscellaneous announcements of general interest. They will not be used as media for disseminating in-

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DOCUMENT NO. _____
NO CHANGE IN CLASS. ☒
☐ DECLASSIFIED
CLASS CHANGED TO: TS S JC 5012
NEXT REVIEW DATE: _____
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structions of a continuing or standing nature. Notices will be numbered serially with the last two numbers of the calendar year following the serial number (e.g., 1-55). It is contemplated that Notices may be destroyed or retired after six months from date of issue.

4. Comptroller Instructions

Comptroller Instructions shall include procedures and criteria of a permanent character required for the effective functioning of the Office of the Comptroller. Such Instructions shall be numbered serially, and shall remain in force indefinitely, or until supplemented, revised, or revoked in writing. Supplements or revisions to Instructions will be issued as Amendments which will be numbered consecutively for each Instruction beginning with the number one (e.g., Comptroller Instruction No. 15 - Amendment No. 1).

5. Distribution

For security reasons, it will be necessary to limit distribution of certain Notices and Instructions to those Divisions and Staffs having a specific interest or responsibility for the subject matter covered. Accordingly, each Notice or Instruction issued will carry a separate Control Number for each Division or Staff receiving the issuance, such as is shown in the upper right corner on page one of this Instruction. Comptroller issuances will not be distributed to domestic field stations or to overseas activities, although security sterilized portions of the contents of such issuances may be pouched to particular stations or activities for appropriate guidance or instruction purposes.


E. R. SAUNDERS
Comptroller

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